

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

Procurement Division

320 Hospital Drive Ste. 23

Warrenton, VA 20186

Phone: (540) 422-8352

Fax: (540) 422-8355

**NOTICE OF CONTRACT AWARD**

DATE: November 9, 2021

COMMODITY NAME: Janitorial Supplies & Equipment

CONTRACT NUMBER: 2020002300 (Omnia Partners)

CONTRACT PERIOD: June 22, 2020 – June 21, 2027

RENEWALS REMAINING: 3

CONTRACTOR: \*\* Office Depot Inc.  
PO Box 633301  
Cincinnati, OH 45263-3301  
Phone: 410-409-9454  
Account Manager: Kirby Dore  
[Kirby.Dore@OfficeDepot.com](mailto:Kirby.Dore@OfficeDepot.com)

Customer Service Phone: 888-777-4044  
Billing Support: 800-721-6592

VENDOR NUMBER: 630971

TERMS: Net 30

DELIVERY: F.O.B. Destination

MINIMUM ORDER: \$50.00

FOR FURTHER INFORMATION CONTACT: Rachel Cuervo, Buyer  
PH (540) 422-8353  
[Rachel.Cuervo@fauquiercounty.gov](mailto:Rachel.Cuervo@fauquiercounty.gov)

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

## INSTRUCTIONS

- Orders: All FCG&PS Using Departments must order goods and services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352.
- Blanket Purchase Order: Blanket Purchase Orders may be issued to cover purchases during the fiscal year to expedite the order of supplies under this contract. Departments interested in ordering supplies on-line should contact the Sales Representative to be set up for on-line ordering. P-Cards should be used for online orders within their single transaction limits.
- The contract number, department number, vendor number, total dollar amount, contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
- Inspection on delivery and approval of contractor's invoice is the responsibility of the receiving using department.
- Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via email, fax or courier.
- Catalogs: Catalogs are available online at Office Depot - Business Account. Kirby Dore is our account manager. She can be reached by calling 410-409-9454 or e-mail: Kirby.Dore@OfficeDepot.com. You may also call Rachel Cuervo 540-422-8353 in Procurement for assistance. If you wish to be set up for internet ordering contact Rachel Cuervo or the sales representative and she will provide you with a user name and password for ordering directly to your location.

## Office Depot Facility Products & Services Digital Catalog Links

**Office Depot is the largest distributor of Facility Services in North America.**

These products and service are available through the Omnia Region 4 Cooperative & Office Depot

See the Cleaning & Breakroom overview on pages 2 & 3

Here are Links to two Digital Catalogs: You may need to copy the links below and paste into a new browser.

Healthy Schools: <https://view.publitas.com/healthy-schools/k12/page/1>

Ready To Ship Digital Catalog - Shoppable <https://view.publitas.com/office-depot-digital/ready-to-ship/>

Please contact [Kirby.Dore@officedepot.com](mailto:Kirby.Dore@officedepot.com) , 410-409-9454 for assistance.



Healthy Schools: <https://view.publitas.com/healthy-schools/k12/page/1>

Ready To Ship Digital Catalog - Shoppable <https://view.publitas.com/office-depot-digital/ready-to-ship/>

Please contact [Kirby.Dore@officedepot.com](mailto:Kirby.Dore@officedepot.com) , 410-409-9454 for assistance.

## Office Depot Workspace Facilities Services — Cleaning



Choose from a complete portfolio of cleaning solutions and services to help keep every corner of your workspace clean ... and help keep sick days to a minimum. We work around the clock to assemble a comprehensive selection of affordable facilities and cleaning supplies, in the quantities you need, from brands that you trust.

### One-stop solution

- Soaps, sanitizers & dispensers
- Tissues, towels and paper goods plus dispenser installation services
- Cleaners and chemicals, Betco, Diversy and more
- Heavy-duty cleaning equipment and accessories
- HEPA Certified Air Purifiers
- UV Lighting
- Trash bags and receptacles
- First-aid kits and medical and safety items
- Matting and floor care equipment
- Totes and handcarts
- Premier selection of greener alternatives

### Subscription Services

Save time by getting your most frequently used cleaning supplies automatically delivered to your business.



## Office Depot Workspace Facilities Services — Breakroom



Keep your staff satisfied, energized and productive every day with our selection of comprehensive breakroom solutions. With one of the largest service coverage footprints in the nation, our specialized technicians will take care of your needs quickly and efficiently. Plus, our Account Managers collaborate with experienced solutions consultants and vendors to bring you newer, more effective products and offer fresh ideas to help you decrease costs.

### One-stop solution

- Coffee, tea, cocoa and coffee brewers
- Full-service filtered water systems and coffee solutions
- Snacks, including candies, cookies and healthy options
- Beverages, including sparkling water, sodas and energy drinks
- Cutlery, tableware and paper products with sustainable options
- Microwaves, toasters, refrigerators, blenders and other appliances
- Furniture, including tables, chairs and mobile serving carts

### Ease of ordering and delivery

- Customized shopping lists
- Subscription ordering options
- Comparison shopping and more

### Product Subscription Services

Save time by getting your most frequently used breakroom supplies automatically delivered to your business.

